

**BOARD OF COUNTY COMMISSIONERS**

Mayor George Neugent, District 2  
Mayor Pro Tem Sylvia J. Murphy, District 5  
Kim Wigington, District 1  
Heather Carruthers, District 3  
Maria Di Gennaro, District 4

Employee Services Division  
Human Resources  
The Historic GATO Cigar Factory  
1100 Simonton Street, 2<sup>nd</sup> Floor  
Key West, FL 33040

\_\_\_\_\_  
Posting Date

**MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE**

THE POSITION OF GRANTS ANALYST, OMB, KEY WEST IS NOW OPEN AT PAY GRADE 8 SALARY, \$37,988.28 - \$45,584.68/40 HPW  
**(DEPENDING ON QUALIFICATIONS)**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• VETERANS PREFERENCE AVAILABLE:</li><li>• SAFETY SENSITIVE POSITION:</li><li>• GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED)</li></ul> | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| THIS POSITION:   | <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION<br><input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION   |

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.

  
DEPUTY COUNTY ADMINISTRATOR

**MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

BFGRM003

# MONROE COUNTY JOB DESCRIPTION

**Position Title:** GRANTS ANALYST

**Date:** 10/23/09

**Position Level:** 8

**FLSA Status:** Nonexempt

**Class Code:**

## GENERAL DESCRIPTION

The primary function of this position is assist with all functions of grant administration for Monroe County as directed. This includes assisting Grant Administrator with the management and monitoring of County grant contracts with human service organizations; carrying out the reporting requirements for County grants received; assisting with grant submissions as directed (identifying needs, identifying collecting pertinent information, assisting in proposal preparation and submission); assisting with identifying and planning for present and future funding needs and grant opportunities; consulting with County departments to provide grant assistance as directed; carry out the reporting requirements of grants awarded to county; providing staff support to various committees, councils, and advisory boards that have been or may be developed as part of grant requirements; assisting with the response to hurricane recovery grant assistance through FEMA and state; and assisting with all other tasks related to the department as directed.

## KEY RESPONSIBILITIES

- 1.\*Develop, maintain, and use spreadsheets to record financial data and generate reports and projections to fully utilize, but not overspend, funds.
2. Assist with management of County grants and contracts; open revenue and expenditure accounts for all grants, prepare purchase orders for distribution of funds, and monitor programs and sub-recipients for single audit compliance.
3. \*Ensure that only allowable expenses are posted to proper cost center, project, grant year, etc. and reconcile finance records.
4. \*Ensure the timely and accurate completion of required program reporting for grants awarded to County. Data entry of services into any required database as well as monthly/quarterly program and financial reports.
- 5.\* Prepare timely responses to grant applications; coordinate necessary approvals.
6. Identify funding needs and funding sources to maximize funding opportunities available to the County; maintain current information on available funding opportunities.
- 7.\*Provide assistance, as directed, to County departments with their grant proposals/submissions.
- 8.\*Schedule activities of the Human Services Advisory Board and the Substance Abuse Advisory Committee as directed; may act as liaison between funding agencies and County to ensure needs are being met, goals being accomplished, and tasks being completed as required.
- 9.\*Provide staff support to councils, advisory committees, etc. that may be developed as part of grant requirements.
- 10.\*Assist with County's response to and requirements for hurricane recovery grant (FEMA/DEM) assistance.
11. Develop policies and procedures for review and implementation.

12. Assist with all other tasks related to the department as directed.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

**Position Title:** GRANTS ANALYST**Class Code:****Position Level:** 8**KEY JOB REQUIREMENTS**

<i>Education:</i>	Bachelor's Degree required. Major(s) required: Social Work, Finance, Accounting, Business or related field. CPM preferred but not required.
<i>Experience:</i>	3 to 5 years working with spreadsheets, and/or payroll, financial data reports, and/or related field. Preferred but not required: 1 to 2 years working with the public in a counseling, case management, or intake/eligibility setting.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. Normal office situation/works alone or closely with others/typically sitting at a desk or table/intermittently sitting, standing, stooping/driving/light lifting or carrying 25 lbs. or less/requires good hearing/requires good near or distant vision.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Experience may substitute for educational requirement. Requires computer experience in spreadsheets and database. Excel and Access experience preferred.

**APPROVALS***Department Head:*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_